Part Time Students Information Booklet

VET
TAFE
ASba

Application and Instructions
Fees

(version update 6 August 2014)

Student Name: ___________________________ Date: _______.

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PREFACE

St Mark’s College is pleased to offer you the opportunity to participate in the Vocational Education & Training (VET) Program.

To be accepted into a VET course is a privilege, not an expectation, so your application is based upon your grades, attitude towards learning and any other special consideration which is specific to your learning needs in Years 10, 11 and 12.

St Mark’s College supports students in their accessing of VET courses. The College requires an adequate time frame to process and access applications.

What is VET?

VET is accredited Vocational Education and Training which provides students with industry specific skills, knowledge and the practical workplace experience to be successful in the ever changing ‘World of Work.’

‘VET in Schools’ is recognised by industry and can be used as a pathway to open employment, Australian Apprenticeships and TAFE. In some cases, VET can be accredited towards a University pathway and/or TAFE entry.

- All VET qualifications or units of competency that make up a qualification listed on the National Training Information Service (NTIS) can contribute to the completion requirements of the New SACE.

- Students’ VET achievements must be certified on a transcript and/or statement of attainment to be recorded on their SACE Record of Achievement. School will enter the data in ‘Schools On-Line’ but it is the responsibility of the family and Registered Training Officer (RTO) to ensure that results are regularly sent to the school, especially before the end of year ‘School’s On-Line’ cut-off date. A workable time frame here is by the middle of November.

- Students wishing to use VET as part of their ATAR and/or SATAC application will need to complete a VET award at Certificate III level or higher.

VET in the New SACE

The new recognition arrangements for VET have enabled students to include more vocational education and training as part of their SACE studies.

- To complete the SACE, students must achieve at least 200 SACE credits, 150 of which can be gained through the recognition arrangements for VET at Stage 1 and Stage 2 level.

- Within these 150 VET-based credits, students must also fulfil the literacy (20 credits) and numeracy (10 credits) requirements of the SACE. The Personal
Learning Plan (10 credits) and the Research Project (10 credits) are awarded the remaining 50 SACE credits.

SACE Credits

Students can gain SACE credits for the successful completion of VET qualifications or units of competency.

- A student will earn 10 SACE credits (equivalent to a one semester subject) for the successful completion and passing of 70 nominal hours of VET. (Students are enrolled in modules within the Certificate. Each module is accorded a certain amount of nominal hours).
- The VET Recognition Register details the maximum number of credits students can gain from VET in Stage 1 and Stage 2.

Recognition of VET at SACE Stage 1 and/or Stage 2

All VET qualifications or units of competency that make up a qualification, listed on the National Training Information Service (NTIS) can contribute to the completion requirements of the SACE.

For details of how specific VET qualifications can earn SACE credits at Stage 1 and/or Stage 2, refer to the VET Recognition Register on the SACE Board website (https://www.sace.sa.edu.au/subjects/recognised-learning/recognition-register)

How much does VET cost?

Students are responsible for the payment of VET FEES when enrolled in VET courses. Students are required to pay the fees prior to the commencement of their course.

The cost of VET courses will vary depending on whether it is a semester or full-year course and/or a full or partial certificate.

- 2 less subjects (1/7th discount)
- 3 less subjects (2/7th discount)
- 4 + less subjects to be negotiated individually with the Principal

Note - the Part Time Student Discount will apply (As per the Fees Policy) for students who enrol in less than the usual full fee load of subjects (Year 12 – 5 Subjects, Year 8-11 – 7 Subjects. The following discount may be given on the Tuition and Resource Fee

Any tuition fees applicable to another educational institution (eg TAFE or Open Access) must be paid in full by the student’s family.

- Students must maintain greater than 50% enrolment at SMC.
- Students must continue to meet St Mark’s College Uniform guidelines.
• Part time students are eligible for Sports Day and Knockout Sports.
• Students are to attend Care Group on days negotiated.
• The School will not be able to provide late enrolment in SACE subjects if a student does not complete the VET course. The student must take responsibility to be successful in their VET studies and it is recommended they maintain enrolment in a sufficient number of subjects at SMC.

Training Guarantee for Secondary Students (TGSS)

Families work with St Mark’s College who will assist in generating an application for the TGSS. Forms are available through St Mark’s College. Please be aware that:

• Students are ineligible for the TGSS if they are signed up under a School-Based Apprenticeship
• Students must be 16 years or over
• The government has specified which VET areas will attract a subsidy. For more information see http://www.skills.sa.gov.au/for-training-providers/training-school-students/training-guarantee-for-sace-students
• A requirement of the TGSS relates to previous work in a VET certificate or a certain number of logged hours of work placement.

How long does VET go for?

You can study VET...
• over a semester or for a full year
• for one full day (off campus)
• for a block release time
  (the above need to be negotiated initially with St Mark’s College before the study takes place)

VET can be taken up as part of School-Based Apprenticeship.

Some courses are offered through registered training organisations, TAFE and other secondary schools either during school hours or off-line.

What’s your commitment? (VET Terms and Conditions)

Students undertaking Vocational Education and Training (VET) programs must be aware of the extra responsibilities that come with participation and therefore commit to the following terms and conditions prior to placement.

Attendance, Co-Operation and Conduct

• Students must attend all sessions. If absent, it is the student’s responsibility to inform both the College and the provider of the VET course before 9.00a.m. Missing three sessions, without adequate reasons, may result in withdrawal.
• Students can expect a check by the school on their attendances at regular intervals, either by a visit or telephone call.

• Students, whilst in the workplace, must observe Work Health & Safety guidelines, and follow all reasonable instructions given by their supervisor.

• **Students must at all times co-operate with teachers and trainers** delivering the VET program, both behaviourally and in meeting course requirements and deadlines.

• Students are responsible to negotiate work with their St Mark’s College subject teachers prior to the dates of class absences.

• **Dismissal from the course because of poor attitude, performance or behaviour** will result after one official warning has been ignored.

• **Note**

  While still enrolled in a Catholic School as your main provider, conditional on this is active participation in the religious life of the school. Therefore your attendance is required at:
  • Retreats as required by St Mark’s College
  • Scheduled Year 12 Masses
  • Feast Day and significant Religious Celebrations eg R-12 Masses

**VET Work Placement**

• Some VET courses may require students to undertake a block release of industry placement. Any industry placement is to be undertaken during the school holidays. Due to the difficulty for the school to provide contact supervision over the December/January period, avoid arranging placements during the summer school holidays.

**Induction, WHS and Careers Evenings**

• All students are expected to attend compulsory Induction sessions.

• Students are also expected to attend VET graduation ceremonies and career information evenings as required.

**Study to Work Pathway Process Flow Chart**

If you wish to:
• attend TAFE SA or a private Recognised Training Organisation or
• do a School-Based Apprenticeship or
• do Certificate study under a TGSS arrangement then you and your family will need to:

1. carry out preliminary research into a particular trade or course. Good starting points are the TAFE SA web site or the internet site, ‘My Future’ or the magazine, ‘Job Guide’.
2. contact the relevant training organisation and collect information on the:
   (a) title and Code of the Certificate course;
   (b) title and codes of the modules and their nominal hours that will be studied;
   (c) delivery mode of the course, that is, a day out per week or block release.
3. visit an employer if you are setting up a School-Based Apprenticeship
4. pick up a copy of this booklet, “Part Time, Off Campus Course and Application for VET Study”, from the Director of Administration
5. pick up a copy of the TGSS application form, if you wish assistance with generating an application, from the Director of Flexible Learning
6. complete all required sections of the booklet (and TGSS forms if applicable). Return this booklet (and TGSS forms if applicable) together with all relevant information from the relevant training organisation.
7. meet with the appropriate coordinator at St Mark’s College to look at your SACE subjects and credits and adjust your timetable where required
8. be patient with the process. Completion of the School-Based Apprenticeship and TGSS forms can, in some cases, take up to six weeks
9. be aware that off campus VET study or a School-Based Apprenticeship cannot commence until approval has been given by St Mark’s College

**Important Points:**
- St Mark’s College does not chase up course information, enrolments or employer contacts. This is the responsibility of the family.
- This Study to Career pathway (through an external training organisation and St Mark’s College) is a hybrid pathway. Therefore, arrangements need to be put in place to assist students with an external study component and study at St Mark’s College. Students are expected to have good organisational and responsibility skills.
Dear Student,

All students who are applying for a Vocational Education & Training (VET) course as part of their studies must demonstrate a clear understanding of how a VET course will assist them with their future career pathway.

Please answer all questions on this form and return by: _______________________

Student Name: _____________________________________________________________

Year Level: _______ Year Level Co-ordinator: ________________________________

Address: _________________________________________________________________

________________________________________________________________________

Student Mobile Number: _________________________________________________

Emergency Contact: ______________________________________________________

Contact Number: _________________________________________________________ (home/work/mobile)

VET COURSE NOMINATIONS
List in order of preference

<table>
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<tr>
<th>Course/Area of Interest</th>
<th>Vet Provider/Location/ Start Date</th>
<th>Cost/Special Requirements</th>
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- The reason I would like to undertake a VET course as part of my senior school studies is:.......

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
• In the future I would like to be employed in the ______________________ industry.

• At the end of your secondary schooling what are your goals and where will any industry skills, knowledge and experience gained through participating in VET lead you? eg TAFE, Uni, Australian Apprenticeship, open employment

• How do you see yourself coping with the expectation of VET whilst still maintaining satisfactory grades in all other subjects?

• How do you plan to catch up on work missed?

• What are some of your concerns and barriers that you may need to overcome whilst participating in a VET course?

  □ Transport to and from VET course
  □ Don’t like meeting new people
  □ Find reading and writing difficult
  □ Other concerns

• Please list any medical conditions, learning needs or disabilities that you may have.

• Why above all other students applying for VET selection should you be considered for your chosen course?

SUPPORTING STATEMENTS
As part of the VET Application process we are asking students to get three (3) Supporting Statements.

  □ One (1) from a Parent or Guardian
  □ A supporting statement from one of your current teachers
  □ A copy of title (and code) of the course and modules (and code) and nominal hours.

(Each person is only required to write 2 to 3 sentences on your work ethic, attitude and commitment towards your studies and fellow students).
Supporting Statements

Parent/Guardian Supporting Statement
Name: __________________________________________________________________________
Relationship to student: __________________________________________________________________________
Statement: __________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Parent/Guardian’s signature: ___________________________ Date: ______________

Teacher Supporting Statement
Name: __________________________________________________________________________
Relationship to student: __________________________________________________________________________
Statement: __________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Teacher’s signature: ___________________________ Date: ______________

Completed VET Student Application Forms must be returned to by: ______________

I, (student’s name) __________________________________________ have read and understood the above conditions for undertaking Vocational Education & Training at St Mark’s College in 20_____.

I understand that failure to meet these conditions will result in an official warning being communicated to my parents/guardian, followed by my removal from the course.

Student’s Signature: ___________________________ Date: ______________

Parent’s Signature: ___________________________ Date: ______________
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